Application for Planning Permission for relevant demolition in a conservation area

Town and Country Planning Act 1990

Important information

This form is issued by Planda Portal in compliance with government criteria, designed exclusively for submitting information to your Local Planning Authority as required by relevant legislation. Please note that once this document is downloaded, Planda Portal retains no visibility into the form or any data entered. How you use this form from that point forward is entirely up to you, including your decision to complete and submit it to the Local Planning Authority in line with the declaration terms.

Once submitted, the Local Planning Authority is responsible for advising you on how your data will be processed. For comprehensive details regarding their legal, regulatory, and commercial data protection policies, please consult the authority's official website.

This form is specifically designed to be printed and completed offline. Please complete this form in block capitals using black ink to facilitate scanning. You are advised to read the accompanying guidance notes and per-question help text. Submit your application online on **Our Website**.

Publication on Local Planning Authority websites

Information submitted in this form and its attachments will be added to the public planning register. Please verify that all details are correct and that no private or sensitive information is included. Direct any inquiries to the Local Planning Authority for clarification.

① Applicant Details

Title

First Name

Last Name:

Company (optional):

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

② Agent Details

Title

First Name

Last Name:

Company (optional):

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

③ Description of Proposed Works

Please describe the proposed works:

Has the work already started?

Yes No

If yes, please state when the work was started (DD/MM/YYYY)

Date must be pre-application submission

Has the work already been completed?

Yes No

If yes, please state when the work was completed (DD/MM/YYYY)

Date must be pre-application submission

④ Site Address Details

Please provide the full postal address of the application site.

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Describe location or grid reference if postcode is unknown.

Easting:

Northing:

Description:

⑤ Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

◯ Yes ◯ No

If Yes, please describe and include the planning application reference number(s), if known:

Description	Reference no.

⑥ Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

◯ Yes ◯ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

☐ Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY) (must be pre-application submission):

Details of pre-application advice received?

⑦ Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

◯ Yes ◯ No

If Yes, please provide details:

⑧ Authority Employee / Member

A key principle in decision-making is that the process should be open and transparent. In this context, "related to" refers to connections, whether by birth or otherwise, that are significant enough for a reasonable and informed observer to determine that bias may exist on the part of the decision-maker within the local planning authority.

Do any of the following statements apply to you and/or agent?

With respect to the authority, I am:

(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

◯ Yes ◯ No

If Yes, please provide details of their name, role and how you are related to them.

⑨ Explanation for Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and or structure(s)?

⑩ Biodiversity Net Gain

Do you believe that, if the development is granted planning permission, the Biodiversity Gain Condition (as set out in Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990) would apply?

○ Yes ○ No

If No, please provide reasons, with reference to which exemptions or transitional arrangements you believe apply:

If Yes, please provide the information requested in all the questions below:

Please provide the date the pre-development biodiversity value of onsite habitat(s) have been calculated:
(this should be one of the following dates: the date of this application; or an earlier proposed date)

Date (DD/MM/YYYY):

Please provide the pre-development biodiversity value of onsite habitats on this date:

If a date earlier than the date of the submission of the planning application has been specified above, please provide reasons why this date has been used:

Please state the publication date of the biodiversity metric tool(s) used to calculate the onsite biodiversity value(s) provided above.

Date (DD/MM/YYYY):

⑩ Biodiversity Net Gain (continued)

Has there been any loss (or degradation) of any onsite habitat(s), resulting from activities carried out before the date the pre-development biodiversity value of onsite habitat(s) was calculated and either:
• on or after 30 January 2020 which were not in accordance with a planning permission; or
• on or after 25 August 2023 which were in accordance with a planning permission?

○ Yes ○ No

If yes, please provide details including: the date immediately before this activity was carried out; the onsite biodiversity value on this date; and any supporting evidence (or reference to relevant document containing these details).

If yes, please state the publication date of the biodiversity metric tool(s) used to calculate any onsite biodiversity value(s) provided above.

Date (DD/MM/YYYY):

Does the application site have irreplaceable habitat(s) (corresponding to the descriptions in The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) which exist on land to which this application relates on the date the pre-development biodiversity value of onsite habitat(s) was calculated?

○ Yes ○ No

If yes, please provide a description of these and any further details (for example reference to relevant document):

☐ I/We confirm this application is accompanied by the following:
i. The completed biodiversity metric tool(s) showing the calculation of the pre-development biodiversity values, and on the dates, detailed above including, if applicable, those related to any loss (or degradation) of any onsite habitat(s) ii. Plan(s), showing onsite habitat(s) existing on the date the pre-development biodiversity value of onsite habitat(s) was calculated;
and
iii. If applicable, plan(s) showing onsite irreplaceable habitat(s) existing on the date the pre-development biodiversity value of onsite habitat(s) was calculated.

Please provide details (for example reference to relevant document):

Note: Plans must be drawn to an identified scale, and show the direction of North.

⑩ Biodiversity Net Gain (continued)

Are there any priority habitats on or within 500m of your site?

A priority habitat is one that has been listed under Section 41 of the Natural Environment and Rural Communities Act 2006 (as amended). See the list of priority habitats.

○ Yes ○ No

If you answered YES, Can you provide evidence that no priority habitats will be impacted by the development?

○ Yes ○ No

If you answered NO, Can you evidence that you carried out a site assessment if the local authority disputes the presence of priority habitats?

○ Yes ○ No

Please set out any evidence and process you followed:

⑪ Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural holding” has the meaning given by reference to the definition of “agricultural tenant” in section 65(8) of the Act.

Please Note: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Signed - Applicant: | **Or Signed - Agent:** | **Date (DD/MM/YYYY):**

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates.

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural tenant” has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant: | **Or Signed - Agent:** | **Date (DD/MM/YYYY):**

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural tenant” has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14
I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.
** “agricultural tenant” has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

⑫ Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

- [ ] The original and 3 copies* of a completed and dated application form:
- [ ] The original and 3 copies* of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:
- [ ] The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:
- [ ] The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings)

*National legislation requires applicants to submit the original application form and supporting documents plus three copies (four copies in total), unless the application is submitted electronically or the local planning authority (LPA) accepts fewer copies. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). Please check your LPA's website or contact its planning department for further information.

⑬ Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or Signed - Agent:

Date (DD/MM/YYYY):

Cannot be pre-application

⑭ Applicant Contact Details

Country code: | National number: | Extension no.:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

⑮ Agent Contact Details

Country code: | National number: | Extension no.:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

⑯ Site visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ○ Yes
- ○ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

- ○ Agent
- ○ Applicant
- ○ Other (if different from the agent/applicant's details)

Contact name:

Telephone number:

Email address: